

Installation POV Storage Facility



External Standard Operating Procedures (ESOP)

INSTALLATION POV STORAGE FACILITY
BLDG# M-6460, LOGISTICS AVENUE
FORT BRAGG, North Carolina 28310

March 7, 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Installation POV Storage Facility Operations External SOP

1. This SOP establishes policies and procedures for all units to obtain support from the Installation POV Storage Facility. This SOP is published to inform and assist you, the customer. It is our desire to provide the customer with the most expeditious and efficient support possible. To assist in providing this support, the policies and procedures of the SOP are the standard. Coordinate with the POV Project Manager in cases that require exceptions to established policies and procedures.
2. The policies and procedures outlined in this SOP are effective upon receipt. In the absence of instructions contained herein, current regulations and directives will apply.
3. Additional copies of the SOP will be available in limited quantities at the Main Office.
4. This SOP supersedes all other External Standing Operating Procedures established by this company dated before March 7, 2007.
5. Recommendations for changes to this SOP are welcomed and should be addressed, in writing, to the POV Project Manager.
6. "First In, Last Out!"

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GENERAL INFORMATION:

GENERAL: The objective is to provide customer services in the acceptance, storage, and return of deploying service members and DOD civilians personally owned vehicles. Contingency operations require POV storage services to be responsive and flexible to meet the demands of deploying personnel. This service will be performed to the standards established by the Installation Commander and Director of Logistics. Operations will encompass the full scope of POV storage operations to include receipt, inspection, storage, and return of vehicles for deploying soldiers and civilians.

1. **PURPOSE:** This POV Storage Facility Standard Operating Procedure (SOP) establishes actions and outlines responsibilities for the operation, maintenance, and reporting requirements of the Installation POV Storage Facility(s) as directed by the Fort Bragg Chief of Logistics, (DOL).
2. **MISSION:** The Installation POV Storage Facility Personnel will provide the best storage and security of privately owned vehicles while customers are deployed. This will one less thing you need to worry about. It will be a peace of mind.
3. **APPLICABILITY:** All units supported by the Installation Storage Facility on a continuing, temporary or emergency basis will comply with these procedures. The provisions for this SOP are applicable for extended field exercises, EDRE's, DRF and deployment operations.
4. **LOCATION:** The Installation POV Storage Facility is located at Building M-6460, Logistics Avenue, Fort Bragg, NC 28310. (*Strip Map, Annex A.*)
5. **HOURS OF OPERATION:** The Installation POV Storage Facility is open 24 Hours a Day, 7 Days a Week, (24/7), Monday through Sunday and Holidays. The Main Gate will be locked during the hours of darkness and when only one person is on duty. A sign will be posted on the gate with a phone number for assistance.
6. **POINTS OF CONTACT:**

POV Project Manager	396-5096
POV Operations Office	396-5096
7. **CUSTOMER PARKING:** Parking in front of POV Storage Facility Office is the only parking area. The maximum speed limit is 5 mph in the storage parking lot. All vehicles will be ground guided to their selected parking slot.
8. **COMPLAINTS:** Quality Customer Support is our goal. Please address all unresolved problems you encounter with the POV Project Manager or the Assistant Project Manager prior to departing the Installation POV Storage Facility.
9. **SAFETY:** Vehicle operators are required to comply with posted safety requirements and speed limits. There is ***NO SMOKING*** inside any area of the POV Storage Facility. The designated smoking area is outside the main gate in the outside parking lot area.

10. CUSTOMER RESTRICTIONS: Customers are restricted from the POV storage parking lot area, (past the orange cones), unless escorted or specifically directed by a member of the POV Storage Facility personnel. Customers are authorized to park in front of the POV Main Office while waiting for service.

11. PHYSICAL SECURITY OF CUSTOMER EQUIPMENT: Customer's POV will be secured IAW AR 190-51.

REFERENCES:

AR 58-1	Motor Transportation Management
AR 190-51	Security of Unclassified Army Property
AR 385-10	Army Safety Program
AR 385-55	Prevention of Motor Vehicle Accidents
AR 710-2-1	Using Unit Supply System Manual Procedures Chapter 4, Accounting for Property
AR 710-2-2	Supply Support Activity Supply System Manual Procedures Chapter 9, Adjustments and Inventories
DA Pam 710-2-1	Using Unit Supply System
TM 38-600	Management of Administrative Use Motor Vehicles
FORSCOM Reg. 385-1	Forces Command Safety Program
FORSCOM Reg. 420-24	Fire Prevention and Protection
XVIII ABN Corps Reg. 200-2	Installation Hazardous Waste Management Plan
XVIII ABN Corps Reg. 385-5	Hazard Communication Program
DOL SOP	Safety and Fire Prevention

FORMS:

DA 2062	Hand Receipt/Annex Number
DA 2404	Equipment Inspection and Maintenance Worksheet
DA 2407	Maintenance Request
DA 2823	Sworn Statement
DA 3161	Request for Issue or Turn-In
DA 3946	Military Police Traffic Accident Report
DA 3975	Military Police Report
DA 4697	Report of Survey
DA 5513-R	Key Control Register and Inventory
DD 518	Accident Identification Card
DD 1348-1	Single Line Item Release/Receipt Document
DD 1408	Armed Forces Traffic Ticket
DD 1662	DOD Property in the Custody of Contractors

FB 2228-1-R	Private Vehicle Shipping Document for Automobiles
FB 2228-2-R	Private Vehicle Shipping Document for Trucks
FB 2228-3-R	Private Vehicle Shipping Document for Vans
FB 2228-4-R	Private Vehicle Shipping Document for Motorcycles
SF 91	Operator Report of Motor Vehicle Accidents
SF 94	Statement of Witness
SF 701	Activity Security Checklist Form

ADMINISTRATION INFORMATION:

All units requesting POV Storage will report to the Installation POV Storage Facility. The following procedures and documents are required to process your POV:

A. TURN-IN REQUIREMENTS

1. The following items are required.
 - Deployment Orders or a Memorandum from Commander.
 - Military ID or Military Contractor's ID.
 - Registration of vehicle to verify ownership.
 - *If you are not the owner of that vehicle you must bring either:
 - A. Power of Attorney
 - B. Statement from Owner
 - Fill out the POV In-Process Data Sheet with your AKO email address.
 - The vehicle being stored must be clean for the inspection.
 - **Do not bring personal items to be stored in vehicle. (There will be no personal items stored in vehicles.)**
2. Helpful Hints: (RECOMMENDED)
 - Check, change oil and filter before storage, (if possible).
 - Top off all fluid levels, Gas Tank at **no more** then ¼ tank and add fuel stabilizer.
 - Antifreeze
 - Brake Fluid
 - Windshield Washer Fluid
 - Transmission
 - Power Steering
 - Check tire pressure.
 - Remove all perishable trash.
 - Remove all detachable accessories.
 - If using a car cover, invest in a good one. Tie down your car cover with 550 cord, (bungee cords will dry rot). High winds will rip your car cover off during the wind storms. Place your name and license plate number on your cover.
 - Disconnect Battery Terminals and tape the terminals with electric tape.

B. OUT-PROCESS (PICK-UP) REQUIREMENTS:

The POV Storage Facility Staff will be provided as much advance notice as is available from the Director of Logistics (DOL). A continuous dialogue will be maintained with the (DOL) to monitor and maintain awareness of pending events requiring out-processing a POV. Out-processing activities will include but are not limited to the following:

- Official confirmation to out-process a POV (notification customer is returning).
- Verify the identification of the customer picking up the vehicle.
 - If the vehicle is registered to the customer immediately begin out-processing the vehicle
 - If an individual other than the owner requests to out-process the vehicle a valid **Power of Attorney** must be on-file/presented.
 - If a vehicle is to be picked up by a Casualty Assistance Officer (CAO). Orders assigning the individual as the CAO will be reviewed and documents annotated as such.
 - Conduct a joint inspection of the vehicle with the customer using the documents completed during in-processing the vehicle.
 - Assist the customer within reason with minor repairs and/or assistance that may be required (tire inflation, jump start, etc.)
- Record, document, and report any discrepancies.
- Have the customer filled out the POV Release Form.
- Request the customer complete a simple Customer Satisfaction Sheet after taking possession of his/her vehicle.

C. REST and RECUPERATION LEAVE or EMERGENCY LEAVE

Every Soldier is authorized 15 days of R-n-R Leave during their deployment. All Soldiers are authorized to pick-up their POV from the POV Storage Facility while they are on R-n-R Leave. The following procedures apply.

- Verify the identification of the customer picking up the vehicle.
 - A copy of Leave Form, (DA Form 31), showing you are on R-n-R.
 - Present your ID Card.
 - A **Power of Attorney**, (POA) is required if an individual other than the owner requests to pick-up the vehicle.
 - Conduct a joint inspection of the vehicle with the customer using the documents completed during in-processing the vehicle.
 - Assist the customer within reason with minor repairs and/or assistance that may be required (tire inflation, jump start, etc.)
 - Have the customer fill-out a POV Release Form.

- In-Processing your POV back into the POV Storage Facility after R-n-R Leave is finished.
 - Allow yourself adequate time to storage your vehicle. Follow the same procedures used to In-Process your vehicle before the deployment.

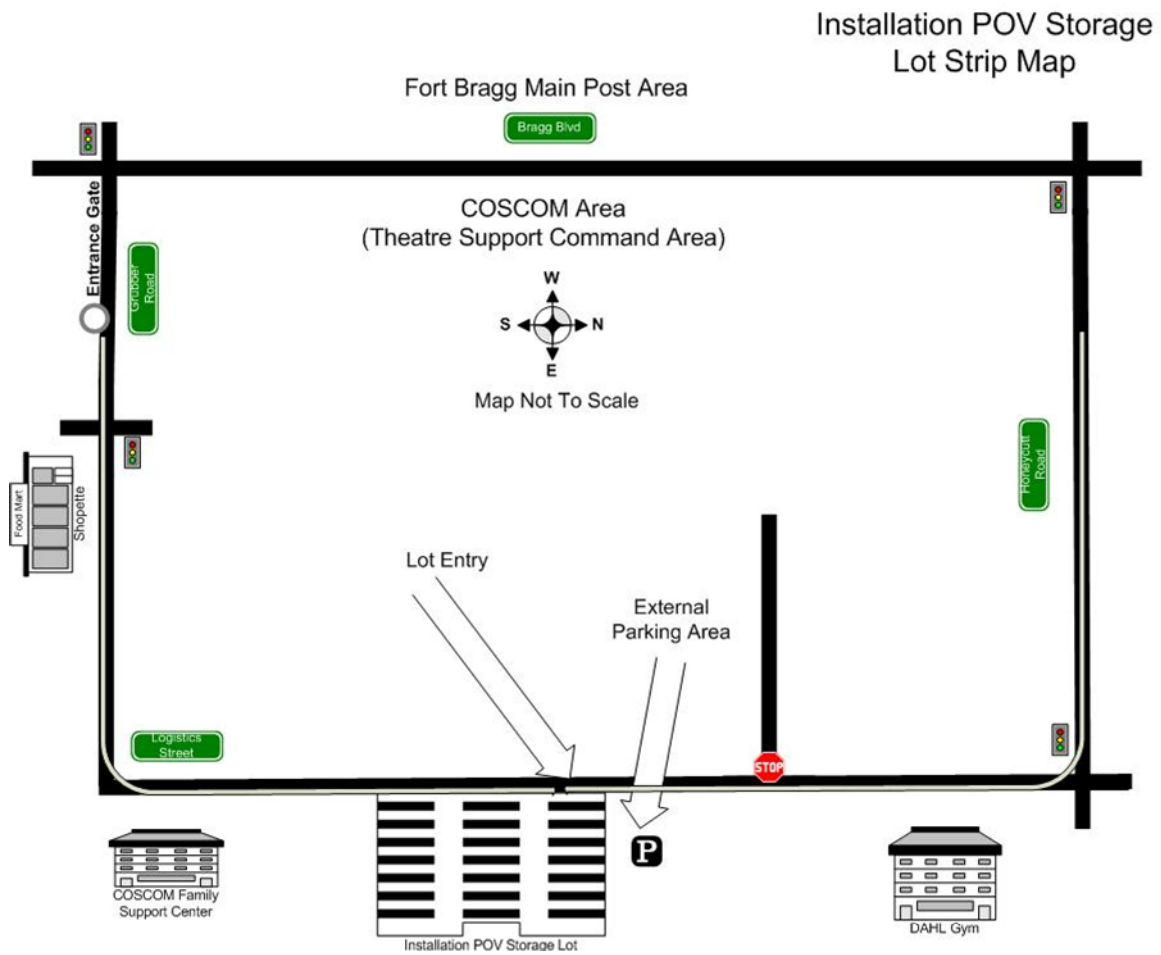
***NOTE:** Use the same above requirements for *Emergency Leave*.

ABBREVIATIONS:

1. AR	Army Regulation
2. CAO	Casualty Assistance Office
3. DA	Department of the Army
4. DD or DOD	Department of Defense
5. DOL	Director of Logistic
6. DRF	Deployment Readiness Force
7. EDRE	Emergency Deployment and Readiness Exercise
8. IAW	In Accordance With
9. POA	Power of Attorney
10. R-n-R	Rest and Recuperation Leave
11. SF	Standard Forms
12. SOP	Standard Operating Procedure
13. TM	Technical Manual

ANNEX A: (POV FACILITY STRIP MAP)

ANNEX B: (POV INFORMATION PAPER)



INFORMATION PAPER

Fort Bragg Installation POV Storage Facility

Logistics Street, Building #M-6460
Hours of Operations
24 Hours a Day, 7 Days a Week
Mon-Fri/Sat/Sun & Holidays
Available for Unit Briefings
Large Unit Movements by Appointment Only!
POV Storage Manager Office Phone: 396-5096

Your POV can be stored at the Fort Bragg Installation POV Storage Facility. Everyone that is stationed here on Fort Bragg is authorized to store their POV during their deployment. All you need to store your POV is a copy of your deployment orders, or a memorandum from your Commander. We will furnish all the other paperwork that you will need to store your POV. Should you have any questions pertaining to storing your POV please contact the POV Storage Manager at DSN (910) 396-5096.

What Should You Know Before Storing Your POV During A Deployment

Soldiers going on deployment will find it necessary to have a secured place to storage their Privately Owned Vehicle (POV) while deployed. The Government provides storage for all Soldiers who will be deploying for more than 90 days. The storage provided by the Government may be stored in a covered structure or in uncovered structure. The Government also provides loss and damage coverage for these stored vehicles up to a maximum of \$20,000. However, this maximum coverage is also limited by depreciation, maximum allowable coverage for certain items, including paint jobs, (\$2,000 total per claim), radios, tape players, CD players, DVD players, telephones, car alarms, radar detectors and accessories, (\$750 total per claim), loss or damage that is determined to be a “***Mechanical Defect***” and a Soldier’s own negligence. Under Claims Regulation, a “***Mechanical Defect***” may include natural deterioration occurring because an item in storage was not used for a long time period.

Any questions concerning claims for your vehicle while in storage please contact the XVIII Airborne Corps Claims Office at 396-7505.

All Soldiers choosing to take advantage of the Government Storage Program should complete the following procedures prior to taking their vehicle to the Fort Bragg Installation POV Storage Facility:

1. CLEAN YOUR POV INSIDE AND OUT

This makes the inspection of your vehicle easier and eliminates the potential for **Rodents** entering your vehicle or accumulation of odor because of food left inside the vehicle. **Mold** and **Mildew** may also form in a vehicle that is stored for a long time. Washing your vehicle inside and out will help eliminate these problems. You may also want to purchase a container of dehumidifying crystals before storage.

2. REMOVE ALL PERSONAL PROPERTY FROM YOUR POV

Loss of personal property left in your vehicle may not be compensable by the government. All personal property such as shoes, clothes, tools, CD's, CD cases, tapes, car seats, TA-50, paperwork, etc should be removed and stored with your **Personal Property**.

3. REMOVE ALL EASILY REMOVEABLE ACCESSORIES FROM YOUR POV

There are maximum allowables under Claims Regulations regarding radios, tape players, CD players, DVD players, speakers, amplifiers, etc. If these items can be removed from your vehicle, it is **HIGHLY RECOMMENDED** that they should be removed.

4. HAVE LESS THAN ¼ TANK OF FUEL IN THE POV

For safety precautions regarding your POV, other POVs, and employees of the storage facility, your vehicle should have **NO MORE THAN** a quarter tank of fuel when in storage. Having the minimum fuel in your vehicle will also make it easier to add fresh fuel if your vehicle is stored for an extensive period and the fuel gets stale. It is *recommended* that you add **Fuel Stabilizer, (STA-BIL)** to your fuel tank before storage.

5. MAKE SURE ALL FLUID LEVELS ARE AT THE PROPER LEVEL

Having all your fluid levels in your vehicle at the proper levels prior to storage will decrease your chances of having any problems with your vehicle when you pick it up. Top off the engine oil, transmission oil, power steering fluid and brake fluid before you store your POV.

6. HAVING PROPER TIRE AIR PRESSURE IN ALL 4 TIRES

It is ***highly recommended*** that you have the proper tire air pressure in all tires during storage. This will help keep your tires in good condition and from going flat during storage. Refer to your operator's manual for the correct tire air pressure for your vehicle. Most vehicles have different tire pressures for the front tires and rear tires.

7. DETERMINE IF YOU WANT TO MAINTAIN INSURANCE ON YOUR POV

The maximum allowable coverage from the Government is \$20,000 and may not cover certain losses or damages to your vehicle. Therefore, if you think your vehicle is worth more than \$20,000, or contains valuable accessories and/or you are concerned that your damages will not be covered, it may be wise to maintain your current vehicle insurance during the entire storage period. Discuss all your options with your insurance company, they will be able to help you and discuss your options.

8. ITEMS YOU NEED TO STORE YOUR POV?

- A.) Copy of Your Deployment Orders or Memorandum from the Commander.
- B.) I.D. Card.
- C.) Proof of Ownership, (Registration, Title).
- D.) A Good Attitude and a Smile.

9. WHAT COULD STOP YOU FROM STORING YOUR POV?

- A.) Mud or Dirt Covering Your Vehicle.
- B.) Oil Leaks or Fuel Leaks, (Bad for the Environment).
- C.) No Deployment Orders or Memorandum from the Commander.
- D.) A Bad Attitude.